

Drug & Alcohol Abuse

Last Reviewed: June 2026

Purpose

This policy sets out The Tudor Griffiths Group's position on alcohol and illegal drugs in the workplace.

The Tudor Griffiths Group has a duty to protect the health and safety of all its employees, customers, contractors and suppliers. This means keeping the workplace safe from the risks of alcohol and illegal drugs. However, we recognise that, for a number of reasons, employees could develop alcohol or drug-related problems. This policy also sets out what support we will offer to those employees.

Scope of the Policy

This policy applies to all employees, including those:

- who work part-time
- on fixed-term or zero-hour contracts
- remotely

This policy also applies to contractors.

Rules and Responsibilities

At the Tudor Griffiths Group:

- line managers are responsible for familiarising themselves with this policy and for applying it fairly
- employees are responsible for following this policy
- This policy will be reviewed annually, or sooner where required, to ensure it remains compliant with legislation and reflects current organisational practices.

Alcohol and Drugs in the Workplace

No alcohol or illegal drugs can be brought onto, distributed, or consumed, at any time:

- on the company premises
- while attending training courses (internal and external)
- where staff are required to drive company vehicles or private vehicles on company business
- when on operational standby or on call
- This includes performance-enhancing drugs used for 'doping' purposes, even if they are not unlawful.

1. Prescribed medication

The only drugs that are permitted on the company premises are those prescribed by a doctor.

Employees are not required to tell the company they are taking prescribed medication, unless that medication could impact their ability to do their job or could place themselves, colleagues or others at risk. This is particularly important in roles involving driving, operating heavy plant, machinery or equipment, or carrying out other safety critical activities.

If an employee has been prescribed medical cannabis and can evidence that, a decision will be made as to whether they are danger to themselves or others by carrying out their work. Decisions will be made on a case-by-case basis.

2. Alcohol during work breaks

The company's ban on the consumption of alcohol whilst at work extends to work breaks. This means, for example, employees cannot drink alcohol during lunchtime or other work breaks.

We expect employees to have no alcohol in their system at all during working hours.

3. Alcohol at work events

There are certain occasions where employees will be representing the company and there may be alcohol available. Employees are expected to be sensible if drinking alcohol. They must make sure they are well within the legal limits if they are driving. Employees are prohibited from taking drugs on these occasions. These occasions include:

- business/client functions
- conferences
- company organised social events outside normal working hours

4. Social drinking

Social drinking after normal working hours and away from the company's premises is generally a personal matter and does not directly concern the company. The company's concern only arises when, because of the pattern or amount of drink involved, the employee's attendance, work performance or conduct at work gets worse.

Alcohol and Drug-Related Misconduct

The company disciplinary procedure will be used where:

- there is employee misconduct at work as a result of drinking alcohol or taking illegal drugs
- an employee is found to be under the influence of alcohol or illegal drugs whilst at work - this includes when driving private or company vehicles on company business
- an employee brings alcohol or drugs onto the company site
- an employee buys or sells drugs or alcohol on the company site
- any other breach of this policy

Where the disciplinary policy finds there is gross misconduct, this could lead to the employee being dismissed without notice (instant dismissal).

We reserve the right in any of these circumstances to arrange for the employee to be escorted from the company's premises immediately and sent home. The company also reserves the right to suspend the employee on full pay while carrying out an investigation.

Support for Employees with Alcohol or Drug Addiction

Where an employee has an alcohol or drug addiction, The Tudor Griffiths Group aims to support them constructively and sympathetically.

The Health and Safety Manager is the company point of contact for all alcohol and drug issues. They will be able to provide advice and guidance on how to seek treatment. Any discussions with the Health and Safety Manager will be strictly confidential unless the employee agrees otherwise. Employees can speak to the Health and Safety Manager if they have problems with drugs or alcohol themselves, or if they suspect a colleague does.

Employees are encouraged to seek help with alcohol or drug addiction at the earliest opportunity. If an employee has an alcohol or drug addiction that affects their conduct and performance at work and:

- they refuse help, the matter will be referred for action under the company disciplinary procedure
- they accept help and the problem recurs; this will be dealt with under the company disciplinary procedure

Alcohol and Drug Screening

The company may carry out alcohol and drug screening on employees where:

- their duties have a significant impact on the health and safety of others
- the employee has had problems with alcohol or drugs in the past
- there has been an accident and it's suspected that the accident was drug or alcohol related

However, employee consent will be sought before alcohol or drug tests are carried out. A refusal to consent to an alcohol or drug test, without a reasonable explanation, will normally be treated as a disciplinary matter and may carry the same consequences as a positive test result.

If an employee tests positive for drugs or alcohol, they will be suspended and an investigation will begin under the company disciplinary procedure.

The employee will also be sent for an assessment to a medical professional so:

- the test result can be independently confirmed
- the employee is given the chance to explain if the positive test is the result of, for example, prescribed medication

Please note, a positive test is potentially gross misconduct that leads to instant dismissal.